

St. Cloud Math and Science Academy Board of Directors
Board Agenda
1025 18th St. N
St. Cloud, MN 56303
October 24, 2018

Mission

To serve the needs of all students as they prepare to become life-long learners and contributing members of society through integration of Science, Technology, Math and Engineering into the traditional content areas of Reading, Language Skills, Social Studies, the Arts and Physical Education. Kindness and respect for others is the foundation upon which students will develop into critical and ethical thinkers who will be prepared to meet the challenges of future job market and intrapersonal skills requirements.

Vision

Is to see all students succeed in school to develop self-confidence, learn to appreciate and get along with others, become proficient in all content areas, explore and use unique abilities, graduate from high school and pursue further training including but not limited to, the fields of Science, Technology, Engineering and Math in order to become productive citizens.

School Improvement Goals:

- 1) Increase student achievement in reading and math
- 2) Increase our English Learner scores by one level each year
- 3) Integrate science so that our students have a higher number of minutes per day dedicated to STEM activities
- 4) Improve student behavior and focus on consistent school wide expectations
- 5) Increase our level of parent and community engagement

1. Call the meeting to Order at 4:32 PM and Welcome any visitors Robert Hage (3 minutes)
Reading of Mission read by Amy Cross Reading of Vision read by Sherri Hodge
2. Roll Call/Quorum
Sherri Hodge present
Mary White-Levilain present
Mohamad Ali not present
Amy Cross present
Karsten Potts arrived at 4:56
Shayna Vastila present
3. Conflict of Interest –Charter School Board Members none
4. Public Input none

5. CONSENT AGENDA:

The consent agenda consists of noncontroversial items that the Board adopts routinely without debate. Any single member may remove an item from the consent agenda by requesting removal at the time the consent agenda is moved for adoption.

September 26, 2018 Board Minutes

October 24, 2018 Board Meeting Agenda

motion to approve by Amy Cross

seconded by Sherri Hodge, carried unanimously

6. Teacher Report: Robert Hage (3 minutes)

ELL staff work together to build language skills in our students. They do their best to meet student needs and be responsive to their age levels. Robert has noticed improvement in letter names and sounds in many students.

Robert has also made some short vowel word cards for use by any teachers/staff that would like them. They are also working on writing sentences to describe a picture.

7. Authorizer's report/comments: Wendy Swanson

8. Director's Report: Tammy Bengtson (5 minutes)

Update on Enrollment

As of Friday, Oct. 26, enrollment will be 177.

STEM Night

We have changed the format of STEM night. Instead of going to many stations we will have a session from 5-5:45 and from 5:45-6:30. Students will work with their grade level.

Performance Framework, (new 5 year contract)

NEO meeting on Oct. 15-given points on school factors. We have a 5 year contract to be finalized in March. We have two NEO dates to schedule (learning walk and compliance visit).

Combo Classes-discussion of options

Lower enrollment has brought some changes in staff and classrooms. We acknowledge that these changes are affecting students. We have created two combo classrooms (4th/5th grade, 1st/2nd grade) and are utilizing intervention teachers to support the standards of both grades.

First and second grades are now full with 20 students in each class. We have two options moving forward:

- 1) create a waiting list for 1st and 2nd grade
- 2) accept new 1st and 2nd grade students, utilize reading intervention to support the larger class

Board input:

SH: students are expressing anxiety and negative feelings towards the constant changes in their school life. Support option 1

MWL: we need to give the message to parents that consistency is good for their children's education

SV: students again expressed that change was hard, they are supporting the idea of accepting everyone.

KP: transience effects all students in the St Cloud area, we want to support the idea of ownership in the schools, show parents that moving schools education

AC: we know that parents typically only move students who are having behavior issues, we don't want to have the largest class in the school also have students will be higher behavior risks

Decision to move forward with option 1, we will create a wait list for 1st and 2nd grade, will open a new 1st grade with a total of 35 1st graders enrolled or on the wait list

9. Assistant Director Report (5 minutes)

Problem Behaviors: defiance/non-compliance, physical aggression (w/out injury), physical aggression (w/ injury)

Corrective Measures: time in office re-teaching skills, parent contact, conference w/ students
We see that students respond well to a conference with behavior staff. There are students who account for many behavior reports. Farhiya has conversations with parents and invites them to discuss concerns with her.

Farhiya has been leading a parent education class for 7-9 parents. There are parents who are willing to share with each other and receptive to input from teachers and each other. There have been a lot of questions and interest. We have received very positive feedback from this class. Parent Advisory committee also presented to the class.

10. Student Progress Report Jill Waldvogel (5 minutes)

Overall we have more students on target with fall Fastbridge screening assessments.

11. Facilities Report – (2 minutes)

Utilities cost up date

Excel will be coming to do an energy audit to save costs on energy-our property is more expensive than similar properties

12. Executive Committee (Mary White) (2 minutes)

Board training: Sherri Hodge will attend the MAC Board training on Finance, Governance and Employment. Shayna and Mohamad are scheduled for the Oct, 27th Board Training through NEO. Amy Cross and Mary White-Levilain will also attend this training. Board books are being updated with the new Development Plan and policy updates.

Vacant positions: 2 parent, 1 community member

Donations: through DonorsChoose.org (John and Nancy Bartlett, Classroom Equipment, Table Top Light Box, valued at \$284.95)

13. Advisory Council – (5 minutes)

Committee Report Mohamad Ali; no report today

Parent relations Rep Report: Karsten Potts classroom powerpoints are being set up for teacher websites, will be finished by parent conferences Nov. 20, showing math fact supports

14. Marketing Report: - Jill or Shayna (3 minutes)

marketing is working on a grant for outdoor equipment, will meet next week to count boxtops for Nov. submission, possibly working on a student order for SCMSA t-shirts

15. Discussion and/or Action Items: (55 minutes)

Treasurer's report/ Finance Committee -Kara/Amy

SCMSA Sept. Monthly Financial Report

Sept. Supplemental Info

Amy presented the Executive summary and reviewed the supplemental info

Sherri moved to approve financial report, Shayna seconded. Motion carries

Family Advisory Council proposals and solutions no report today

Open Meeting and Closed Meetings policy revisions/review

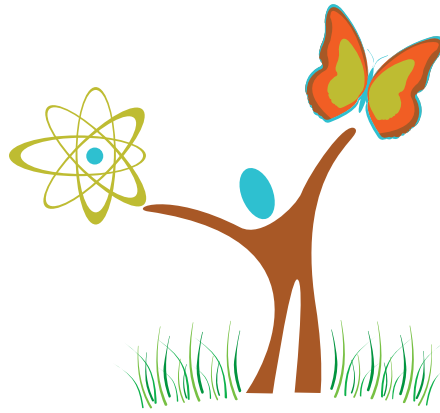
Karsten moved to approve policy, Sherri seconded motion, carried

Meeting adjournment

Amy moved to adjourn the meeting, Shayna seconded motion, carried

Next Meeting, November 28 2018, 4:30 to 6:00 PM SCMSA Room 110

*Organizational Meeting Annual Designations & Electronic Transfer of Funds



ST. CLOUD
MATH AND SCIENCE
ACADEMY
ISD 4223

Charter No. 4223.07
October 2018 Meeting

September 30, 2018 Financial Statements



Prepared by:
Kara Lundin, CPA
Senior Finance Manager

Executive Summary

Students:

- Original Budget – 223 ADM
- Actual Student – 173 ADM

Current Conditions:

- FY18 is complete. The financial statements represent what the audited financial numbers are.
- In FY18, the school ended with a fund balance of 42.2% for the combined General and Food Service funds.
- Currently, three-months of activity or 25% of FY19 is shown in the YTD column.
- Revenues earned to date are approximately 22% of the budget which is consistent with the budget
- Expenses spent are 15% of the budget. These are lower due to September being the first month of school. Additional costs are incurred with students in the building. The main cost incurred during the year is salaries and benefits which represent 63% of the school's total operating costs.

Cash-Flow:

- At month-end, the school had a book cash value of \$1,156,000 in reconciled cash. This balance represents 144 days of operating costs.
- A cash-flow schedule has been added. This schedule shows that the school will have adequate cash during FY19.

Items worth noting:

- The school's audit is complete (except for reviewing the documents) and will be presented.
- A separate report is provided with monthly disbursements, receipts and journal entries (if any).

Blue font indicates a formula or link to a separate document.

St. Cloud Math and Science Academy
Balance Sheet
September 30, 2018

	<u>6/30/2018</u>	<u>9/30/2018</u>
<u>Assets</u>		
Cash and Investments	\$ 988,184	\$ 1,155,626
Accounts Receivable	256	256
State Aids Receivable	220,555	149,645
Federal Aids Receivable	36,330	38,783
Prepaid Expense	68,379	68,379
Total Current Assets	\$ 1,313,704	\$ 1,412,689
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	\$ 97,540	\$ -
Accounts Payable	32,337	605
Payroll Deductions and Benefits	30,402	(4,306)
Total Current Liabilities	\$ 160,279	\$ (3,701)
Fund Balance		
Fund Balance	\$ 1,153,425	\$ 1,153,425
Excess of Revenues over Expenditures	-	262,964
Total Fund Balance	\$ 1,153,425	\$ 1,416,389
Total Liabilities and Fund Balance	\$ 1,313,704	\$ 1,412,689
Days of Operating Cash On hand	132	144

Management has elected to omit substantially all disclosures, the Government-Wide Financial Statements, and the Required Supplementary Information.

No CPA provides any assurance on these financial statements.

SCMSA, Charter No. 4223.07
Monthly Financial Report - Revenues & Expenditures
For the year-ending June 30, 2019
September 30, 2018

	FY18 Actual	Original Budget	Year-To -Date	25.0% % of Budget
ADM	202.05	223	173	78%
Total All Funds				
Revenues				
State Revenues	\$ 2,544,182	\$ 2,941,403	\$ 667,924	23%
Federal Revenues	136,377	135,068	21,309	16%
Local Revenues	2,399	2,500	199	8%
Food service Revenue	188,210	184,485	17,474	9%
Total Revenues	\$ 2,871,168	\$ 3,263,457	\$ 706,906	22%
Check #	2,871,168	3,263,457	706,906	
Expenditures				
Salaries and Benefits	\$ 1,680,879	\$ 1,851,954	\$ 236,968	13%
Purchased Services	561,642	619,122	138,948	22%
Supplies and Materials	278,334	281,375	44,184	16%
Equipment	54,108	25,000	2,534	10%
Grant and Other Costs	159,255	157,052	21,309	14%
Total Expenditures	\$ 2,734,219	\$ 2,934,503	\$ 443,942	15%
Check #	2,734,219	2,934,503	443,942	
Net effect of Operations, All Funds	\$ 136,949	\$ 328,954	\$ 262,964	
Beginning Fund Balance	\$ 1,016,476	\$ 1,153,425	\$ 1,153,425	
Ending Fund Balance	\$ 1,153,425	\$ 1,482,379	\$ 1,416,389	
Fund Balance % of Expenditures	42.2%	50.5%		

General Fund

Revenues

State Aids

General Education Revenue	\$ 2,003,144	\$ 2,295,935	\$ 573,635	25%
Building Lease Aid	264,860	290,092	-	0%
Special Education Aid	245,132	312,489	-	0%
Endowment Aid	6,642	7,819	4,189	54%
Literacy Incentive	5,364	5,632	-	0%
LT Facilities Maintenance Aid	19,040	29,436	-	0%
Holdback	-	-	90,101	n/a
Total State Aids	2,544,182	2,941,403	667,924	23%

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	FY18 Actual	Original Budget	Year-To -Date	25.0% % of Budget
ADM	202.05	223	173	78%
Federal Revenue				
Federal Special Ed	31,969	32,869	7,550	23%
Federal CEIS	4,222	4,329	-	0%
Federal Title I	68,860	66,482	5,719	9%
Federal Title II	14,637	14,864	-	0%
Federal Title III	16,690	16,524	8,039	49%
Total Federal Revenue	136,377	135,068	21,309	16%
Other Revenue				
Fees from Students	197	500	-	0%
Contributions and Gifts, Grants	62	500	-	0%
Misc Income, Pension Reimbursement	2,140	1,500	199	13%
Total Other Revenue	2,399	2,500	199	8%
Total Revenue	\$ 2,682,958	\$ 3,078,972	\$ 689,432	22%
Expenditures				
Salaries	1,123,483	1,211,733	185,606	15%
Benefits	294,795	309,010	37,637	12%
Contracted Services (see breakout)	110,812	107,599	26,567	25%
Repairs and Technology Maintenance	15	1,000	-	0%
Communications Services (phone, internet, fax)	5,612	5,460	849	16%
Postage	369	600	210	35%
Utilities	50,673	66,300	10,777	16%
Property and Casualty Insurance	11,833	13,400	4,125	31%
Repairs and Maintenance	18,778	5,000	2,018	40%
Field Trip Transportation	3,308	2,800	-	0%
Travel and conferences	2,990	5,600	159	3%
Field Trip Admissions	1,276	2,800	-	0%
Lease Expense	326,432	373,740	93,435	25%
Wells Fargo Copier Lease	3,142	4,200	809	19%
Office Supplies/General Supplies	29,771	28,000	5,892	21%
Maintenance Supplies	15,645	14,000	2,518	18%
Noninstructional Software	16,298	15,700	2,766	18%
Instructional Software	13,552	10,100	304	3%
Instructional Supplies	8,686	11,200	7,549	67%
Noninstructional Technology	-	5,600	-	0%
Instructional Technology	9,331	14,000	1,249	9%
Textbooks and Workbooks	26,302	31,900	12,854	40%
Standardized Tests	-	-	-	n/a
Media/Library Resources	700	1,700	-	0%
Food	722	600	812	135%
Furniture and Other Equipment	50,915	5,000	1,355	27%

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	FY18 Actual	Original Budget	Year-To -Date	25.0% % of Budget
ADM	202.05	223	173	78%
Technology Equipment	3,193	20,000	-	0%
Dues and memberships	22,877	17,082	-	0%
State Special Ed Expenditures				
Salaries	192,251	237,117	8,540	4%
Benefits	40,339	64,695	1,317	2%
Other	26,404	30,623	-	0%
Federal Expenditures (Equals Revenue)				
Federal Special Education	31,969	37,771	7,550	20%
Federal CEIS	4,222	4,329	-	0%
Federal Title I	68,860	66,482	5,719	9%
Federal Title II	14,637	14,864	-	0%
Federal Title III	16,690	16,524	8,039	49%
Total Expenditures	2,546,881	2,756,528	428,657	16%
Net Change in Fund Balance	136,077	322,444	260,775	
Beginning Fund Balance	1,016,475	1,153,751	1,153,751	
Ending Fund Balance	\$ 1,153,751	\$ 1,476,195	\$ 1,414,527	
Fund Balance Percentage of Annual Expenditures	45.3%	53.6%		

Fund 02, Food Service

Revenues

Breakfast Aid	\$ 59,077	\$ 63,000	\$ 5,951	9%
Lunch and Milk Aid	112,583	120,750	10,421	9%
Fresh Fruits & Vegetable Grant	-	-	1,102	n/a
Commodities	16,311	-	-	n/a
Sale of Lunches	239	735	-	0%
Total Revenue	\$ 188,210	\$ 184,485	\$ 17,474	9%

Expenditures

Salaries and Benefits	\$ 30,011	\$ 29,400	\$ 3,867	13%
Lunch, Breakfast & Milk	139,899	146,475	10,239	7%
Commodities	16,311	-	-	n/a
Equipment, shipping and Installation	-	-	1,179	n/a
Supplies	1,117	2,100	-	0%
Total Expenditures	\$ 187,338	\$ 177,975	\$ 15,285	9%
Expenditures in Excess of Revenue	\$ 872	\$ 6,510	\$ 2,189	
Beginning fund Balance	\$ -	\$ -	\$ -	
Ending Fund Balance, Food Service Fund	\$ 872	\$ 6,510	\$ 2,189	

Management has elected to omit substantially all disclosures, the Government-wide financial statements and the Required Supplementary Information.

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SCMSA
Cash-flow Statement for Fiscal Year 2019
As of September 30, 2018

	Budget Plus PY pay/rec	YTD Cash Receipts 09/30/18	FY19										Total Cash-flow	Receivable/ Payable
			October	November	December	January	February	March	April	May	June			
			State Aids	2,941,403	577,823	194,000	194,000	250,000	237,500	237,500	237,500	237,500		
Federal Aid	135,068	-	38,783	11,256	11,256	11,256	11,256	11,256	11,256	11,256	11,256	128,829	6,240	5%
Other Receipts	2,500	199	200	200	200	200	200	200	200	200	200	1,999	501	20%
Food Service	184,485	-	18,000	19,500	19,500	19,500	19,500	19,500	19,500	19,500	19,500	174,000	10,485	6%
Prior Year Receivables/changes	257,141	197,341	45,000	-	-	-	14,000	-	-	-	-	256,341	800	0%
Total Cash Receipts	3,520,598	775,363	295,983	224,956	280,956	268,456	282,456	268,456	268,456	268,456	268,456	3,201,992	318,606	9%
Salaries and Benefits	1,851,954	236,968	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	1,721,968	129,987	7%
Purchased Services	619,122	142,649	51,593	51,593	51,593	51,593	51,593	51,593	51,593	51,593	51,593	606,990	12,131	2%
Supplies and Materials	281,375	44,184	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500	25,500	273,684	7,691	3%
Equipment	25,000	2,534	5,000	-	5,000	-	-	5,000	-	-	6,000	23,534	1,466	6%
Grant and Other Costs	157,052	21,309	42,500	10,467	10,467	10,467	10,467	10,467	10,467	10,467	10,467	147,542	9,510	6%
Prior Year Payables/changes	160,279	160,279	-	-	-	-	-	-	-	-	-	160,279	-	0%
Total Cash Outflows	3,094,782	607,922	289,593	252,560	257,560	252,560	252,560	257,560	252,560	252,560	258,560	2,933,996	160,786	5%
Net Cash Effect		167,442	6,390	(27,604)	23,396	15,896	29,896	10,896	15,896	15,896	9,896	267,996	157,820	
Beginning Cash		988,184	1,155,626	1,162,016	1,134,411	1,157,807	1,173,702	1,203,598	1,214,493	1,230,389	1,246,285			
Ending Cash		<u>1,155,626</u>	<u>1,162,016</u>	<u>1,134,411</u>	<u>1,157,807</u>	<u>1,173,702</u>	<u>1,203,598</u>	<u>1,214,493</u>	<u>1,230,389</u>	<u>1,246,285</u>	<u>1,256,180</u>			
Operating Days Cash on Hand		143.74	144.53	141.10	144.01	145.99	149.71	151.06	153.04	155.02	156.25			

SCMSA, Charter No. 4223.07

Contracted Services

Fiscal Year 2018-2019

Detail of Contracted Services	2019		YTD	Comments
	Budget			
Accounting Support	\$ 61,476	\$	14,994	Finance, AP, Payroll, Grants \$4,900/mo
Audit	9,000		7,000	Abdo
Background Checks	615		285	BCA
Banking Fees	1,000		211	
Board Training	600		-	
Bryan Ingvalson	12,000		2,000	Title I and other grant work
HR Services	3,075		750	Kraus-Anderson Insurance
Legal	5,000		-	Rupp, Anderson, Squire
Marketing	5,000		1,214	Facebook
Nursing	5,000		-	Est, portion to sped, charter school health
Other "To Be Determined" Fees	4,332		113	misc,maintenance, unexpected fees
Teacher and student Recruitment	500		-	Ads, WJON, Edpost, etc
Total Contracted Services	\$ 107,598	\$	26,567	25%
Dues and Memberships				
Authorizer Fees	\$ 16,569	\$	-	NEO
Other	513		-	building permit, fire inspection,
Total Dues and Memberships	\$ 17,082	\$	-	0%
Communication Costs				
Phone and Internet	\$ 5,460	\$	849	Charter, \$760/mo
Repairs and Maintenance				
Fire Alarms, batteries and monitoring	\$ 500	\$	120	Safeguard Sec, Summit Co.
Rug and Mat cleaning Services	2,000		1,650	G & K Services
Maintenance	1,500		115	Jackson, People Ready
Misc maintenance supplies, services	1,000		133	
Total Repairs and Maintenance	\$ 5,000	\$	2,018	40%

St. Cloud Math and Science Academy
 Food Service
 Receipts and Expenditures, FY19

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Number of Claims Submitted													
Total Breakfast	-	-	2,781									-	2,781
Total Lunch	-	-	2,930										2,930
Revenue and Expenditures													
Breakfast Revenue \$ 2.14			\$ 5,951										\$ 5,951
Lunch Revenue \$ 3.515			10,299										10,299
State Milk Aid, K \$ 0.20			122										122
Fresh Fruits & Veg Grant			1,102										1,102
Total Revenue	\$ -	\$ -	\$ 17,474	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,474
Expenditures													
Salaries	\$ 215	\$ 1,228	\$ 2,424										\$ 3,867
Food \$ 3.17	-	-	10,239										10,239
Milk	-	-	-										-
Supplies	-	-	-										-
Capital Assets	-	1,179	-	-	-	\$ -	-	-	-	-	-	-	\$ 1,179.00
Total Expenditures	\$ 215	\$ 2,407	\$ 12,663	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,285
Net Income/Loss	\$ (215)	\$ (2,407)	\$ 4,811	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,189